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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

December 6, 2004

MEMORANDUM

TO: Michigan Head Start Program Directors

FROM: Lindy Buch, Ph.D., Director
Early Childhood Education and Family Services

Richard Lower, Executive Director
Michigan Head Start Association

SUBJECT: FY 2005-2006 Michigan School Readiness State Aid Program
Comprehensive Community Needs and Resources Assessment/
Head Start Agency Verification and Collaboration

The Michigan School Readiness Program (MSRP) State Aid Community Needs and Resources Assessment (CNRA) for FY 2005-2006 will be completed on-line using the Michigan Electronic Grants System (MEGS). Michigan School Readiness Program administrators will no longer contact Michigan Head Start program directors for Head Start agency verification and collaboration projections of the need for Head Start services in respective school districts/public school academies (PSAs).

Head Start agency directors are now requested to report electronically through the MEGS. The number of spaces filled by four-year-old children residing within each school district, funded and served with federal Head Start funding, will "drop-in" to the MSRP CNRA. A zero will be entered for districts/PSAs whose Head Start agencies do not access the MEGS to complete the necessary report for each district/PSA served. The purpose of the MSRP is to provide high quality preschool experiences to at-risk four-year-old children who do not qualify for services from Head Start or any other state or federally-funded programs. The number of children reported by Head Start is subtracted from the total number reported by school districts/PSAs thus ensuring that the school districts/PSAs are not awarded funds to serve children who are eligible to receive services in Head Start programs.

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A Michigan Education Information System (MEIS) account number is required to access the MEGS and to complete the Head Start Agency Verification and Collaboration information. A MEGS Security Authorization form MUST be completed by the chief operating officer and faxed to the Michigan Department of Education. The web site for that form including instructions is located at: <http://www.michigan.gov/mde/> (click *Grants*, then look under “Resources & Related Information”). If you already have access to MEGS, a new Security Authorization form is NOT required. The MEGS login web site is located at: <http://megs.mde.state.mi.us/megs>. Head Start data must be entered into the MEGS by January 7th to ensure that the numbers will “drop-in” to the appropriate school district/PSA CNRA. If you have any problems in accessing MEGS or in completing the Head Start form, please call the Office of Early Childhood Education and Family Services at (517) 373-8483.